



# STATE OF MONTANA

## INVITATION FOR BID (IFB)

(THIS IS NOT AN ORDER)

<b>IFB Number:</b> IFB0810004-JG	<b>IFB Title:</b> EMVH Van
<b>IFB Due Date and Time:</b> Friday August 10 <sup>th</sup> , 2007 2:00 p.m., Local Time	<b>Number of Pages:</b> 14

### ISSUING AGENCY INFORMATION

<b>Procurement Officer:</b> Jennifer Garza	<b>Issue Date:</b> Tuesday July 24, 2007
Department of Public Health & Human Services Budget & Financial Services Division Central Purchasing Office 111 N Sanders Rm 8 Helena MT 59601	<b>Phone:</b> (406) 444-2851 <b>Fax:</b> (406) 444-7358 <b>TTY Users, Dial</b> 711  <b>Website:</b> <a href="http://gsd.mt.gov/">http://gsd.mt.gov/</a>

### INSTRUCTIONS TO BIDDERS

<b>COMPLETE THE INFORMATION BELOW AND RETURN THIS PAGE WITH YOUR BID AND ANY REQUIRED DOCUMENTS TO THE ADDRESS LISTED ABOVE UNDER "ISSUING AGENCY INFORMATION."</b>	<b>Mark Face of Envelope/Package:</b>  <b>IFB Number:</b> IFB0810004-JG <b>IFB Due Date:</b> Friday August 10 <sup>th</sup> , 2007 2 pm
	<b>Special Instructions:</b> Questions pertaining to this IFB must be submitted via email to <a href="mailto:igarza@mt.gov">igarza@mt.gov</a> by 5pm on Tuesday July 31 <sup>st</sup> . Answers will be posted with the IFB on our website ( <a href="http://gsd.mt.gov/osbs/Default.asp">http://gsd.mt.gov/osbs/Default.asp</a> ) by 5 pm on Thursday August 2 <sup>nd</sup> .

### BIDDERS MUST COMPLETE THE FOLLOWING

<b>Payment Terms:</b> Net 30 days	<b>Delivery Date:</b>
<b>Bidder Name/Address:</b>	<b>Authorized Bidder Signatory:</b>  (Please print name and sign in ink)
<b>Bidder Phone Number:</b>	<b>Bidder FAX Number:</b>
<b>Bidder E-mail Address:</b>	
<b>IMPORTANT: SEE STANDARD TERMS AND CONDITIONS</b>	

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## Standard Terms and Conditions

**By submitting a response to this invitation for bid, request for proposal, limited solicitation, or acceptance of a contract, the vendor agrees to acceptance of the following Standard Terms and Conditions and any other provisions that are specific to this solicitation or contract.**

**ACCEPTANCE/REJECTION OF BIDS, PROPOSALS, OR LIMITED SOLICITATION RESPONSES:** The State reserves the right to accept or reject any or all bids, proposals, or limited solicitation responses, wholly or in part, and to make awards in any manner deemed in the best interest of the State. Bids, proposals, and limited solicitation responses will be firm for 30 days, unless stated otherwise in the text of the invitation for bid, request for proposal, or limited solicitation.

**ACCESS AND RETENTION OF RECORDS:** The contractor agrees to provide the department, Legislative Auditor, or their authorized agents, access to any records necessary to determine contract compliance. (Section 18-1-118, MCA). The contractor agrees to create and retain records supporting the services rendered or supplies delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation, or exception relating to the contract taken by the State of Montana or third party.

**ALTERATION OF SOLICITATION DOCUMENT:** In the event of inconsistencies or contradictions between language contained in the State's solicitation document and a vendor's response, the language contained in the State's original solicitation document will prevail. Intentional manipulation and/or alteration of solicitation document language will result in the vendor's disqualification and possible debarment.

**ASSIGNMENT, TRANSFER AND SUBCONTRACTING:** The contractor shall not assign, transfer or subcontract any portion of the contract without the express written consent of the department. (Section 18-4-141, MCA.)

**AUTHORITY:** The attached bid, request for proposal, limited solicitation, or contract is issued under authority of Title 18, Montana Code Annotated, and the Administrative Rules of Montana, Title 2, chapter 5.

**COMPLIANCE WITH LAWS:** The contractor must, in performance of work under the contract, fully comply with all applicable federal, state, or local laws, rules and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the contractor subjects subcontractors to the same provision. In accordance with section 49-3-207, MCA, the contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the contract.

**CONFORMANCE WITH CONTRACT:** No alteration of the terms, conditions, delivery, price, quality, quantities, or specifications of the contract shall be granted without prior written consent of the State Procurement Bureau. Supplies delivered which do not conform to the contract terms, conditions, and specifications may be rejected and returned at the contractor's expense.

**DEBARMENT:** The contractor certifies, by submitting this bid or proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the contractor cannot certify this statement, attach a written explanation for review by the State.

**DISABILITY ACCOMMODATIONS:** The State of Montana does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Individuals who need aids, alternative document formats, or services for effective communications or other disability related

accommodations in the programs and services offered are invited to make their needs and preferences known to this office. Interested parties should provide as much advance notice as possible.

**FACSIMILE RESPONSES:** Facsimile responses will be accepted for invitations for bids, small purchases, or limited solicitations ONLY if they are completely received by the State Procurement Bureau prior to the time set for receipt. Bids, or portions thereof, received after the due time will not be considered. Facsimile responses to requests for proposals are ONLY accepted on an exception basis with prior approval of the procurement officer.

**FAILURE TO HONOR BID/PROPOSAL:** If a bidder/offeror to whom a contract is awarded refuses to accept the award (PO/contract) or fails to deliver in accordance with the contract terms and conditions, the department may, in its discretion, suspend the bidder/offeror for a period of time from entering into any contracts with the State of Montana.

**FORCE MAJEURE:** Neither party shall be responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts or omissions of government or military authority, acts of God, materials shortages, transportation delays, fires, floods, labor disturbances, riots, wars, terrorist acts, or any other causes, directly or indirectly beyond the reasonable control of the nonperforming party, so long as such party is using its best efforts to remedy such failure or delays.

**HOLD HARMLESS/INDEMNIFICATION:** The contractor agrees to protect, defend, and save the State, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of the contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of the contractor and/or its agents, employees, representatives, assigns, subcontractors, except the sole negligence of the State, under this agreement.

**LATE BIDS AND PROPOSALS:** Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the vendor at the expense of the vendor or destroyed if requested.

**PAYMENT TERM:** All payment terms will be computed from the date of delivery of supplies or services OR receipt of a properly executed invoice, whichever is later. Unless otherwise noted in the solicitation document, the State is allowed 30 days to pay such invoices. All contractors will be required to provide banking information at the time of contract execution in order to facilitate State electronic funds transfer payments.

**RECIPROCAL PREFERENCE:** The State of Montana applies a reciprocal preference against a vendor submitting a bid from a state or country that grants a residency preference to its resident businesses. A reciprocal preference is only applied to an invitation for bid for supplies or an invitation for bid for nonconstruction services for public works as defined in section 18-2-401(9), MCA, and then only if federal funds are not involved. For a list of states that grant resident preference, see <http://gsd.mt.gov/procurement/preferences.asp>.

**REFERENCE TO CONTRACT:** The contract or purchase order number MUST appear on all invoices, packing lists, packages, and correspondence pertaining to the contract.

**REGISTRATION WITH THE SECRETARY OF STATE:** Any business intending to transact business in Montana must register with the Secretary of State. Businesses that are incorporated in another state or country, but which are conducting activity in Montana, must determine whether they are transacting business in Montana in accordance with sections 35-1-1026 and 35-8-1001, MCA. Such businesses may want to obtain the guidance of their attorney or accountant to determine whether their activity is considered transacting business.

If businesses determine that they are transacting business in Montana, they must register with the Secretary of State and obtain a certificate of authority to demonstrate that they are in good standing in Montana. To obtain registration materials, call the Office of the Secretary of State at (406) 444-3665, or visit their website at <http://sos.mt.gov>.

**SEPARABILITY CLAUSE:** A declaration by any court, or any other binding legal source, that any provision of the contract is illegal and void shall not affect the legality and enforceability of any other provision of the contract, unless the provisions are mutually dependent.

**SHIPPING:** Supplies shall be shipped prepaid, F.O.B. Destination, unless the contract specifies otherwise.

**SOLICITATION DOCUMENT EXAMINATION:** Vendors shall promptly notify the State of any ambiguity, inconsistency, or error which they may discover upon examination of a solicitation document.

**TAX EXEMPTION:** The State of Montana is exempt from Federal Excise Taxes (#81-0302402).

**TECHNOLOGY ACCESS FOR BLIND OR VISUALLY IMPAIRED:** Contractor acknowledges that no state funds may be expended for the purchase of information technology equipment and software for use by employees, program participants, or members of the public unless it provides blind or visually impaired individuals with access, including interactive use of the equipment and services, that is equivalent to that provided to individuals who are not blind or visually impaired. (Section 18-5-603, MCA.) Contact the State Procurement Bureau at (406) 444-2575 for more information concerning nonvisual access standards.

**TERMINATION OF CONTRACT:** Unless otherwise stated, the State may, by written notice to the contractor, terminate the contract in whole or in part at any time the contractor fails to perform the contract.

**UNAVAILABILITY OF FUNDING:** The contracting agency, at its sole discretion, may terminate or reduce the scope of the contract if available funding is reduced for any reason. (Section 18-4-313(4), MCA.)

**U.S. FUNDS:** All prices and payments must be in U.S. dollars.

**VENUE:** This solicitation is governed by the laws of Montana. The parties agree that any litigation concerning this bid, request for proposal, limited solicitation, or subsequent contract, must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana, and each party shall pay its own costs and attorney fees. (Section 18-1-401, MCA.)

**WARRANTIES:** The contractor warrants that items offered will conform to the specifications requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship, and free from defect. Items offered must be new and unused and of the latest model or manufacture, unless otherwise specified by the State. They shall be equal in quality and performance to those indicated herein. Descriptions used herein are specified solely for the purpose of indicating standards of quality, performance, and/or use desired. Exceptions will be rejected.

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Revised 11/06

## SECTION 1: GENERAL REQUIREMENTS

### 1.0 INTRODUCTION

The STATE OF MONTANA, Department of Public Health & Human Services, Eastern Montana Veterans Home (hereinafter referred to as "the State") is soliciting bids for a new van suitable to transport veteran residents to and from specialized medical centers within a 230 mile radius of Glendive MT. A more complete description of the supplies and/or services sought is provided in Section 4 of this IFB. Bids submitted in response to this solicitation must comply with the instructions and procedures contained herein.

### 1.2 INSTRUCTIONS TO BIDDERS

**1.2.1 Procurement Officer Contact Information.** Contact information for the procurement officer is as follows:

Procurement Officer: Jennifer Garza  
Address: 111 N Sanders, Rm 8 Helena MT 59601  
Telephone Number: 406-444-2851  
Fax Number: 406-444-7358  
E-mail Address: jgarza@mt.gov

**1.2.2 Examination of Solicitation Documents and Explanation to Bidders.** Bidders are responsible for examining the solicitation documents and any addenda issued to become informed as to all conditions that might in any way affect the cost or performance of any work. Failure to do so will be at the sole risk of the bidder. Should the bidder find discrepancies in or omissions from the solicitation documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the solicitation documents, the bidder shall promptly notify the Procurement Officer in writing. The bidder making such request will be solely responsible for its timely receipt by the Procurement Officer. Replies to such notices may be made in the form of an addendum to the solicitation.

**1.2.3 Interpretation or Representations.** The State of Montana assumes no responsibility for any interpretation or representations made by any of its officers or agents unless interpretations or representations are incorporated into a formal written addendum to the solicitation.

**1.2.4 Acknowledgment of Addendum.** If the IFB is amended, then all terms and conditions which are not modified remain unchanged. It is the bidder's responsibility to keep informed of any changes to the solicitation. **Bidders must sign and return with their bid an Acknowledgment of Addendum for any addendum issued.** Bids that fail to include an Acknowledgment of Addendum may be considered nonresponsive.

**1.2.5 Extension of Prices.** In the case of error in the extension of prices in the bid, the unit price will govern. In a lot bid, the lot price will govern.

**1.2.6 Bid Preparation Costs.** The costs for developing and delivering responses to this IFB are entirely the responsibility of the bidder. The State is not liable for any expense incurred by the bidder in the preparation and presentation of their bid or any other costs incurred by the bidder prior to execution of a purchase order or contract.

### 1.4 BID SUBMISSION

**1.4.1 Bids Must Be Sealed and Labeled.** Bids must be sealed and labeled on the outside of the package to clearly indicate that they are in response to IFB0810004-JG. ***Bids must be received at the DPHHS Central Purchasing Office prior to 2 p.m., local time, Friday August 10th, 2007.*** All prices and

notations must be printed in ink or typewritten. Errors should be crossed out, corrections entered, and initialed by the person signing the bid.

**1.4.2 Late Bids.** *Regardless of cause, late bids will not be accepted and will automatically be disqualified from further consideration.* It shall be the bidder's sole risk to assure delivery at the receptionist's desk at the designated office by the designated time. Late bids will not be opened and may be returned to the bidder at the expense of the bidder or destroyed if requested.

**1.4.3 Bidder's Signature.** The solicitation must be signed in ink by an individual authorized to legally bind the business submitting the bid. The bidder's signature on a bid in response to this IFB guarantees that the offer has been established without collusion and without effort to preclude the State of Montana from obtaining the best possible supply or service.

**1.4.4 Alternate Bids.** Vendors may submit alternate bids (a bid on supplies other than specified). Alternate bids are considered only if the vendor is the lowest responsible vendor on their primary bid. Bids must be clearly identified as "Primary" and "Alternate."

**1.4.5 Descriptive Literature.** Complete manufacturer's descriptive literature sufficient in detail to establish quality and compliance with all specifications must be submitted with each bid. The State reserves the right to examine products further to determine compliance with the stated specifications.

## **1.5 CHANGE OR WITHDRAWAL OF BIDS**

**1.5.1 Change or Withdrawal PRIOR to Bid Opening.** Should any bidder desire to change or withdraw a bid prior to the scheduled opening, the bidder may do so by making such request in writing to the Procurement Officer listed in Section 1.2.1 above. This communication must be received prior to the date and hour of the bid opening by a request in writing or facsimile to the procurement officer (e-mail notices containing prices are not allowed and will be disqualified).

**1.5.2 Change AFTER Bid Opening But Prior to Bid Award.** After bids are opened, they may not be changed except to correct patently obvious mistakes and minor variations as allowed by ARM 2.5.505. The bidder shall submit verification of the correct bid to the State prior to the final award by the State.

## **1.6 BID AWARDS**

**1.6.1 Basis for Award.** Bid award, if made, will be to the responsive and responsible bidder who offers the lowest cost to the State in accordance with the specifications set forth in the invitation for bid.

**1.6.2 Rejection of Bids.** While the State has every intention to award a contract as a result of this IFB, issuance of the IFB in no way constitutes a commitment by the State of Montana to award and execute a contract. Upon a determination such actions would be in its best interest, the State, in its sole discretion, reserves the right to:

- Cancel or terminate this IFB (18-4-307, MCA);
- Waive any undesirable, inconsequential, or inconsistent provisions of this IFB which would not have significant impact on any bid (ARM 2.5.505); or
- If awarded, terminate any contract if the State determines adequate state funds are not available (18-4-313, MCA).

## SECTION 2: DELIVERY REQUIREMENTS

### **2.0 DELIVERY REQUIREMENTS**

**2.0.1 Delivery Date.** The DELIVERY DATE space on the cover sheet must be completed to indicate day, month, and year, or a specific number of days after receipt of order (ARO). Failure to comply with the requirements may invalidate a bidder's quotation for any or all items.

**2.0.2 Requested Delivery Date.** The Contractor shall deliver all items described in this bid as soon as possible but no later than **60 days** after receipt of purchase order from the State of Montana.

**2.0.3 Shipping.** Weekends and holidays excepted, deliveries shall be **F.O.B. DESTINATION**, to the location shown below. The term "F.O.B. destination, within the State's premises," as used in this clause, means free of expense to the State and delivered to the location specified. The Contractor shall:

- Pack and mark the shipment to comply with specifications; or if the specifications do not contain specific packing or marking instructions, pack and mark the shipment in accordance with prevailing commercial practices and in such a manner as to ensure delivery in good condition and as required by this IFB;
- Prepare and distribute commercial bills of lading and Material Safety Data Sheets (MSDS) as appropriate;
- Deliver the shipment in good order and condition to the point of delivery specified in the IFB;
- Be responsible for any loss of and/or damage to the goods occurring before receipt of the shipment by the State at the delivery point specified in the IFB;
- Furnish a delivery schedule and designate the mode of delivering carrier; and
- Pay and bear all charges to the specified points of delivery.

**2.0.4 Delivery Locations.**

Eastern Montana Veterans Home  
Attn: Gary Gaub  
200 Montana Ave  
Glendive MT 59300



## SECTION 3: SPECIAL TERMS AND CONDITIONS

### **3.13 CONTRACT TERMINATION**

**3.13.1 Termination for Cause.** The State may, by written notice to the Contractor, terminate this contract in whole or in part at any time the Contractor fails to perform this contract.

**3.13.2 Reduction of Funding.** The State, at its sole discretion, may terminate or reduce the scope of this contract if available funding is reduced for any reason (18-4-313, MCA).

## SECTION 4: SPECIFICATIONS

### **4.0 EQUIVALENT PRODUCTS**

Requirements designated in this bid must be satisfied, or a functional equivalent bid submitted, which is acceptable to the State. Bidders who do not meet this criterion may be disqualified from further consideration. A bidder must state if they are unable or unwilling to meet any requirement. Inability or unwillingness to meet any requirement, in part or total, may be cause for disqualification of the entire response. Any exceptions taken by the bidder must be clearly identified on the bid forms.

### **4.1 PRICES**

**4.1.1 Taxes, Shipping, and Invoicing.** The prices herein specified, unless otherwise expressly stated, shall exclude all taxes and duties of any kind which either party is required to pay with respect to the sale of products covered by this IFB, but shall include all charges and expenses in connection with the packing of the products and their carriage to the place of delivery to the State unless specifically excluded. Bid prices shall include any and all transportation costs. The Contractor shall be paid, except as otherwise stated in this IFB, upon submission of a proper invoice, the prices stipulated herein for products, and/or services delivered to and accepted at the specified State location(s).

### **4.2 SPECIFICATIONS**

**4.2.1 Purpose/Use for Supply or Service.** The van will be used to transport veteran residents to and from specialized medical centers within a 230 mile radius of Glendive MT.

**4.2.2 Description of Supply or Service.** Bids must meet or exceed the following specifications:

1. Van must be new
2. Actual Odometer Reading less than 1,000 miles.
3. 3 year / 36,000 mile Manufacturers Warranty
4. 5.4 Liter Engine
5. 24 inch Roof Extension
6. Inside Height, from floor to roof must be at least 67 inches
7. Rear Wheel Chair Lift
8. Passenger Requirements: (2) wheel chairs and a minimum of (4) other passengers, for a total of 6 passengers
9. Emergency Manual Lift and Release
10. Front and Rear Heater
11. Front and Rear Air Conditioning
12. Electronic Fuel Ejected (EFI)
13. Four Wheel Anti-Lock Brakes
14. Automatic Transmission
15. Four Speed with Overdrive Transmission
16. Rubber or Vinyl Non-Skid Floors
17. Vinyl Seats
18. Cruise Control
19. Delayed Windshield Wipers
20. Retractable 4 Point Restraints
21. Lap and Shoulder Seat Belts
22. Power Mirrors
23. Interior Lighting
24. 30 gallon gas tank
25. Power Steering
26. Dual Horns

- 27. Needle Type Gauges
- 28. LT-245/75 – R16 Tires
- 29. Full Size Spare Tire LT-245/75 – R16
- 30. AM/FM Radio
- 31. Minimum lift dimensions - 34 inches wide and 54 inches long
- 32. Lift minimum load capacity 800 pounds
- 33. Minimum of 2 sets of front and rear wheelchair securing straps

**4.2.3 List Special Requirements:**

- 1. Warranty work must be able to be performed by a certified repair shop within 230 miles of Glendive Montana. Under Section 5.0, please provide the business name, address and phone number of three certified repair shops within the 230 mile radius.
- 2. With your bid, include the manufacturers' brochure(s) for the vehicle being bid. Refer to section 1.4.5.

**4.2.4 Receiving Procedures:**

- 1. Vendor must contact EMVH no less than 48 hours prior to delivery. At the time of the contract award, EMVH contact information will be provided.
- 2. Upon delivery, a representative of EMVH will test drive the vehicle.
- 3. Upon delivery, delivering party must provide a demonstration of vehicle features for the EMVH representative.

**4.2.5 Payment:**

- 1. Vendor to submit invoice upon delivery. Payment will be rendered within thirty days.

## SECTION 5: Bid Sheet

**5.0 Bid Sheet.** Complete the following information and return this sheet with your bid. This sheet along with responses from section 4.2.3 will be used during evaluation process.

**Vendor Name:** \_\_\_\_\_

**Cost (including delivery to Glendive MT): \$** \_\_\_\_\_

**Brand** \_\_\_\_\_ **Model/Make** \_\_\_\_\_

**Year** \_\_\_\_\_ **Actual Mileage:** \_\_\_\_\_

**Warranty (duration/miles):** \_\_\_\_\_ - \_\_\_\_\_

**Delivery Date:** \_\_\_\_\_

**Check features included with the van being bid.**

- |  |  |
|--|--|
| _____ 5.4 Liter Engine   | _____ 24 inch Roof Extension                 |
| _____ Inside Height, from floor to roof 67"                          | _____ Rear Wheel Chair Lift                  |
| _____ Emergency Manual Lift and Release                              | _____ Four Wheel Anti-Lock Brakes            |
| _____ Front and Rear Heater  | _____ Automatic Transmission                 |
| _____ Front and Rear Air Conditioning                                | _____ Electronic Fuel Ejected (EFI)          |
| _____ Automatic Transmission   | _____ Four Speed with Overdrive Transmission |
| _____ Rubber or Vinyl Non-Skid Floors                                | _____ Vinyl Seats                            |
| _____ Cruise Control   | _____ Delayed Windshield Wipers              |
| _____ Retractable 4 Point Restraints                                 | _____ Lap and Shoulder Seat Belts            |
| _____ Power Mirrors  | _____ Interior Lighting                      |
| _____ 30 gallon gas tank   | _____ Power Steering                         |
| _____ Dual Horns   | _____ Needle Type Gauges                     |
| _____ LT-245/75 – R16 Tires  | _____ Full Size Spare Tire LT-245/75 – R16   |
| _____ AM/FM Radio  | _____ Lift minimum load capacity 800 pounds  |
| _____ Capacity to hold (2) wheel chairs & (4) passengers             |  |
| _____ Minimum lift dimensions - 34 inches wide and 54 inches long    |  |
| _____ Minimum of 2 sets of front and rear wheelchair securing straps |  |

**Warranty.** Repairs/Maintenance must be able to be completed within a 230 mile radius of Glendive Montana. Provide the business name, address and phone number of three certified repair shops within this radius.

1. Business Name \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone Number: \_\_\_\_\_

2. Business Name \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone Number: \_\_\_\_\_

3. Business Name \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone Number: \_\_\_\_\_

<b>IFB Checklist</b>
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Have you remembered to:

- Check our website for the latest addendum to the IFB
- Sign each "Acknowledgment of Addendum" if required
- Sign your bid on our cover sheet
- Mark your mailing envelope or box with the IFB number and the opening date under your return address
- Carefully review the "Standard Terms and Conditions"
- Carefully review all listed requirements to ensure compliance with the IFB
- Initial all bid/pricing changes you made
- Bid F.O.B. Destination (Ship To: Address) Freight Prepaid